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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM

For Principals of High, Vocational and Continuation Schools

ISSUED BY AUTHORITY OF
THE MINISTER OF EDUCATION

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DEPARTMENT OF EDUCATION

MEMORANDUM

For Principals of High, Vocational and Continuation Schools

The following amendments have been made to the High School Courses of Study:

Section 3, page 80, has been amended to read as follows:

Examination Fees

3. For the Annual Middle and Upper School examinations there will be no fees charged except that a fee of $1.00 will be imposed upon a candidate who has failed to make application for the examination before the first of May.

Section 4, page 80, has been amended to read as follows:

Application for Admission

4. Application for admission to the Middle and Upper School examinations shall be made not later than the last day of April to the Principal of the school at which the candidate will write the examination on an official form which may be obtained from the Principal or the Public School Inspector.

Official forms for reporting the lists of candidates for the different examinations will be sent to Principals.

NOTE.—Lower School candidates are not required to submit formal applications. Principals shall make out and forward, on a form to be provided, lists of such candidates to the Public School Inspector.

Section 10 (4) and (5), page 83, has been amended to read as follows:

(4) Middle School standing will be granted to pupils in attendance at the day classes of any Collegiate Institute, High, Continuation, or Vocational School, and Upper School standing to pupils in attendance at the day classes of any Collegiate Institute or High School, under the following conditions:

(*a*) The qualifications of the teachers concerned and the provisions made for teaching the Middle or Upper School courses, as the case may be, shall be satisfactory to the Minister of Education.

(*b*) A pupil, to be granted standing in a paper, shall have completed the prescribed course therefor and in the judgment of the Principal and the teacher shall have obtained a standing on his year's work of at least 66 per cent.

(*c*) The Principal of the school and the teachers of the subjects concerned shall certify that the foregoing conditions have been fulfilled.

General Provisions and Directions.

(5) In conformity with the above special provisions Principals and teachers as well as candidates will take note of the following general provisions and directions:

(*a*) At the end of April each candidate for Middle or Upper School standing shall fill out and submit his application as heretofore. If a candidate fails to make application before the first day of May he shall pay to the Presiding Officer a late fee of $1.00.

(*b*) The methods and procedure of preparing reports on the standing of candidates, as provided under section 8, page 81, of the High School Courses, are left to the discretion of the Principal and staff of each school.

(*c*) The Principal and staff of each school, on the Friday preceding the Departmental examinations, shall submit, on a form to be supplied by the Department, a report for the year on *all pupils* who are candidates for Middle or Upper School standing. In schools where there are two or more forms or classes or groups doing Middle School or Upper School work in a subject, each form or class or group shall be reported separately.

(*d*) On the Thursday of the week immediately preceding the Departmental examinations, the Principal shall notify each candidate of the paper or papers on which he has been given the standing of at least 66 per cent.

(*e*) There shall be no appeal to the Minister against the decision of the Principal and staff in the case of any candidate who has not been given at least 66 per cent. on a paper.

(*f*) The Middle and Upper School examinations will be conducted as heretofore, and all candidates for Departmental certificates other than those who have been granted standing on the reports of their teachers shall take the Departmental tests in the papers concerned.

(*g*) All Middle and Upper School certificates will indicate Credit and Proficiency standing as heretofore.

(*h*) (i) In schools in which there are prizes for Middle or Upper School candidates the awards may be made by the Principals and their staffs.
(ii) Where scholarships or prizes are offered for competition among two or more schools the competitors shall take the Departmental examinations. The universities and other bodies under which such scholarships and prizes are awarded shall submit the names of the candidates with other necessary information to the Department of Education.

Toronto, March 1, 1935.